



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 22, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-41

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Direct Deposit for Client Employees

As most of you may be aware, the Division of Administration will be requiring Mandatory Direct Deposit for all employees paid through the Uniform Payroll System (UPS) effective April 2000 unless there is a proven hardship. This will include those patients working at state hospitals (clients) paid through UPS. We are requesting those agencies with employee patients to utilize the current agency Patient Fund Account for directly depositing resident patients' net payroll. Patients not residing at the facility should establish their own bank account, if approved by the appropriate agency department, and have their net payroll directly deposited to his/her own account instead of the agency's Patient Fund Account.

The following general guidelines for managing Clients/Patients on Direct Deposit were provided by Central LA State Hospital and Ruston Developmental Center.

1. Request all non-resident client/patient employees complete OSUP form UPR/F45, Direct Deposit Enrollment Authorization form. Request all resident Client/Patient employees sign a Direct Deposit to Patients' Fund (Account) Authorization Form. **NOTE:** OSUP form UPR/F45 may be utilized by pre-typing the agency Patient Fund Account information as well as any other agency specified fields prior to the employee's signature.
2. All resident direct deposits will be made to the agency's Patients' Fund account and all non-resident direct deposits will be made to the account of his/her choice.
3. Set up individual patient ledger accounts internally within the agency for posting each resident patient's net payroll.
4. Review the Payroll Fixed Time Entry Listing (BL1455-01) each pay period to verify current patient employees and hours worked.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-41

December 22, 1999

Page 2

5. Utilize the Current Payroll Register (BL1460-01) each pay period to credit each patient's earnings to his/her individual ledger account.
6. Forward Earning Statements received by the agency each pay period to each patient.

Any questions on managing Client/Patient accounts can be directed to Myrna Luneau of Central LA State Hospital at (318) 484-6308 or Barbara Gardner of Ruston Developmental Center at (318) 247-4234.

Any questions about Mandatory Direct Deposit can be directed to User Services Unit at (225):

Karen Antoine	342-5354	Debbie Causey	342-5377
Lawanna Green	342-5345	Paula Rotolo	342-5357

RSM:ACV:kmb